

<b>Title</b>	<b>Guidance for Closing a Study</b>
<b>Related SOP</b>	406.001 - Research Completion
<b>Effective Date</b>	01-July-2016

## Closing a Study

Once there is no further participant involvement at the research site, all new data collection is complete, and the sponsor conducts the appropriate closeout activities (if applicable), the Researcher can submit a request for study closure to HREBA.

## Submitting a Closure

For studies currently in paper format, a request for study closure must be submitted to the Committee using the [study completion form](#), accompanied by all appropriate supporting information. You will get a formal response from HREBA, either approving the study closure or requesting additional information.

For studies that use the IRISS electronic platform, study closures must be completed [using the IRISS system](#). You will receive an email indicating that your closure request was successful, and will be contacted only if additional information is required.

<b>SOP Code</b>	<b>Effective Date</b>	<b>Summary of Changes</b>
SOP406.001	01-July-2016	Original version
SOP 406.002	01-July-2016	Version 2 - updated hyperlinks
SOP 406.002	28-Nov-2016	In IRISS a confirmation that a study closure request was received will be generated; <u>not</u> one that the closure itself was successful